

EXTENDED ESSAY CRITERIA CHECKLIST – Final Essay

The following checklist is focussed on the formatting marks that will help all of our students achieve at least 12 marks in the Extended Essay.

A. Research question (2 marks)

- ☐ Is the research question clearly stated in the introduction?
- ☐ Is the research question sharply focused?

This criterion assesses the extent to which the purpose of the essay is specified. In many subjects, the aim of the essay will normally be expressed as a question and, therefore, this criterion is called the “research question”. However, certain disciplines may permit or encourage different ways of formulating the research task.

2 marks: The research question is clearly stated in either the introduction or on the title page and is sharply focused, making selective treatment possible within the word limit.

C. Investigation (4 marks)

- ☐ Has an imaginative range of appropriate sources been consulted?
- ☐ Have relevant materials been carefully selected?
- ☐ If necessary, have data been gathered?
- ☐ Is it clear that the investigation has been well planned?

This criterion assesses the extent to which the investigation is planned and an appropriate range of sources has been consulted, or data has been gathered, that is relevant to the research question. Where the research question does not lend itself to a systematic investigation in the subject in which the essay is registered, the maximum level that can be awarded for this criterion is 2.

4 marks: An imaginative range of appropriate sources has been consulted, or data has been gathered, and relevant material has been carefully selected. The investigation has been well planned.

I. Formal presentation (4 marks)

- ☐ Does your essay contain fewer than 4,000 words?
- ☐ Is there a title page (includes name, candidate number, school number, date, word count)?
- ☐ Is there a table of contents and are the page numbers correct?
- ☐ Is every page numbered (not including the title page)?
- ☐ Is appropriate illustrative material included in your essay and properly cited? (*NB: Google Images is not a source, but rather a research tool.*)
- ☐ Are quotations included and properly cited?
- ☐ Are your references, citations, and bibliography properly formatted (e.g., APA, MLA, etc.)?
- ☐ Are your appendices properly organized and referenced within your essay?

This criterion assesses the extent to which the layout, organization, appearance and formal elements of the essay consistently follow a standard format. The formal elements are: title page, table of contents, page numbers, illustrative material, quotations, documentation (including references, citations and bibliography) and appendices (if used).

Examiners are told not to read / mark beyond 4000 words. Essays that are over 4000 words will receive 0 marks for criterion I. If the conclusion is after the 4000 word cut-off point then 0 marks will also be awarded for criterion H.

4 marks: The formal presentation is excellent.

J. Abstract (2 marks)

- ☐ Does your abstract contain fewer than 300 words?
- ☐ Does your abstract clearly state the research question that was investigated?
- ☐ Does your abstract clearly state how the investigation was undertaken?
- ☐ Does your abstract clearly state what the conclusion of the essay is?

The requirements for the abstract are for it to state clearly the research question that was investigated, how the investigation was undertaken and the conclusion(s) of the essay.

2 marks: The abstract clearly states all the elements listed above.